



Senior Center Steering Committee Organizational Meeting & Workshop

Meeting Minutes, November 17, 2010

Ellington Town Annex
57 Main Street, Ellington, Ct

Members Present: Wayne Reynolds, Sue Hannigan, Estelle Williamson, Tom Dzicek, Morris Webber and Anna Turner

Others Present: Melinda Ferry - Human Services Committee Chair, Doris Crayton - Dir. Human Services, Erin Graziani - Dir Senior Center and Peter Williams Administrative Assistant

1. **Call to Order:** Melinda Ferry called the meeting to order at 3:03.
2. **Opening statement by Human Services Committee Chairwoman, Melinda Ferry**
Melinda Ferry opened the meeting by thanking the members and others present for coming. She briefly explained the need and reason for the establishment of the Senior Center Steering Committee.
3. **Workshop**
Peter Williams reviewed the Senior Center Steering Committee's outline of roles and responsibilities and how it relates with the functions of the Design Review Board, The Permanent Building Committee and other Town Departments. He then opened up the meeting for discussion on the following items:
 - i. **Project Scope**
After reviewing the draft of the Projects Scope, the following Action Items (AI) were developed:
 - AI- Review existing operations to determine space needs – EG
 - AI- Project future programs and determine space needs – EG
 - AI- Produce project scope and goals – Committee Members (CM)
 - AI- Review and distribution of the current human services needs assessment – DC
 - AI- Visit other Town centers for the purpose of gathering information and insight on devoting a senior center – CM
 - ii. **Time Line**
AI - At the next meeting the time line will be developed - CM

iii. Site Selection

Site selection is greatly dependent on scope of the project and other future needs for the Town.

AI – The Town Planner will be asked to address the committee with possible sites for the center. – PW

iv. Funding Options

During the development of the projects scope, budget estimates will be produced for the use in acquiring the proper funding.

AI – Develop budgets – PW

AI – Develop listing of funding options - CM

v. Public Relations

AI – Develop a public relations plan to keep Town residents informed of the committees operations and progress. – CM

AI – Implement plan - CM

4. Election of Senior Center Steering Committee Chair and Vice Chair

Wayne Reynolds was elected to chair and Sue Hannigan was elected Vice Chair by the members.

AI – Meeting minutes and agenda will be produced by Erin Graziani and/or Peter Williams

5. Meeting Schedule

The next meeting will be December 1, 2010, 3:00pm at the Ellington Town Annex

AI – A meeting schedule will be developed for review and approval at the next meeting. - PW

6. Adjournment

Meeting adjourned at 4:34

Respectively submitted by Erin Graziani and Peter Williams

